

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL**

**Superior Court Human Resources Division**

939 W. Main Street, El Centro, CA 92243  
Phone (760) 482-4739 Fax (760) 482-4530  
Website: <http://www.imperial.courts.ca.gov>

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Accounting Clerk – Eligibility List  
**WAGE INFORMATION:** Range 168 Hourly \$12.02 - \$15.38  
**FILING PERIOD:** **September 22, 2006 by 5:00 pm**

**Position:**

Superior Court of California, County of Imperial is seeking Accounting Clerk candidates to establish an eligibility list for six months. Under the direction of an assigned supervisor, perform routine to moderately complex accounting clerical duties involved in the preparation and maintenance of financial and statistical records such as accounts payable and accounts receivable for the Superior Court; prepare a variety of reports related to assigned areas of responsibility.

**Minimum Qualifications:**

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of principles, methods and practices of entry-level accounting clerk. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to graduation from high school or GED and two years of experience performing clerical accounting.

Two (2) years of clerical accounting experience may be substituted by graduation from an accredited college or university with an A.A./A.S or B.A./B.S degree, providing that a minimum of one (1) year coursework or combination of education and experience is directly related to accounting or a closely related field.

California Trial Court experience is highly desirable

**Other Requirements**

Possession of a valid Class C California driver's license

**The IDEAL CANDIDATE should have the following:**

Knowledge of:

- Accounting practices, procedures and terminology;
- Modern office practices, procedures and equipment;
- Financial and statistical record-keeping and report preparation techniques;
- Interpersonal skills using tact, patience and courtesy;
- Telephone techniques and etiquette;
- Operation of a computer and assigned software;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Mathematical computations;

Ability to:

- Perform clerical accounting duties in the maintenance assigned Court accounts;
- Perform mathematical computations quickly and accurately;
- Apply bookkeeping and financial record-keeping practices;
- Compare numbers and detect errors efficiently;
- Prepare and maintain accurate financial and statistical records and reports;

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- Learn Superior Courts organization, operations, policies and objectives;
- Learn applicable laws, codes, rules and regulations related to assigned clerical accounting activities;
- Verify, balance and adjust accounts;
- Complete work with many interruptions;
- Meet schedules and timelines;
- Plan and organize work;
- Work independently with little direction;
- Determine appropriate action within clearly defined guidelines;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a variety of office equipment including a computer and assigned software.

### **How to Apply:**

Interested individuals must submit an original Superior Court, County of Imperial employment application to the Court's Human Resources Office located at the address stated above no later than September 22, 2006 by 5:00 PM in order to be considered.

Application can be downloaded at <http://www.imperial.courts.ca.gov/Hr.htm>

Court Contact: Linda Nunez , Human Resources Manager

Applications will be reviewed and those determined to be best qualified will be invited to participate in the next step of the recruitment process, which may include but is not limited to: a written examination, oral interview, supplemental questions and presentation of a simulated technical project.

The list established from this recruitment will be used to fill present and future regular, part-time, temporary, fixed-term, intermittent and extra help positions at Brawley, El Centro or Calexico Superior Court locations.

**Background Investigation:** Applicants will be subjected to a thorough background investigation, which may include, inquiry into past employment, education, credit, criminal background and driving record.

**NOTE:** Pursuant to the Federal Immigration Reform and Control Act of 1986, all persons hired by the Superior Court must present at the time of hire: (1) proof of U.S. Citizenship OR (2) if a non-citizen, documentation of authorization to work in the United States.

**Eligible candidates will be invited to participate in the WRITTEN EXAMINATION session. Date and time will be provided at a later time.**




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